

DSD ONLINE PERMITS

Apply for a Street Tree Permit



Overview

The Development Services Department's (DSD) online permitting system is a full cloud-based application that allows customers to apply for permits online and upload plans and documents for review 24/7.

Before you begin, please review the information about the permit submittal requirements at sandiego.gov/dsd.

When new permit applications are received, DSD will review the required documents for completeness, if documents are incomplete staff will request a resubmittal. Applicants must address the requirements prior to resubmitting documents.

- For help with user accounts or uploading documents, please call us at 619-446-5000.
- For permit status of your street tree application, login to your [online permitting account](#).

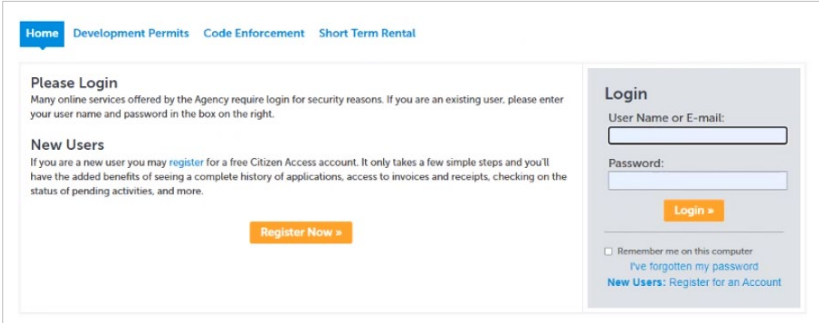
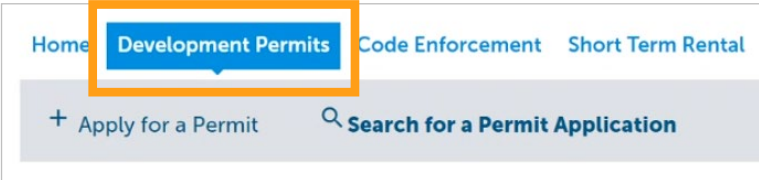
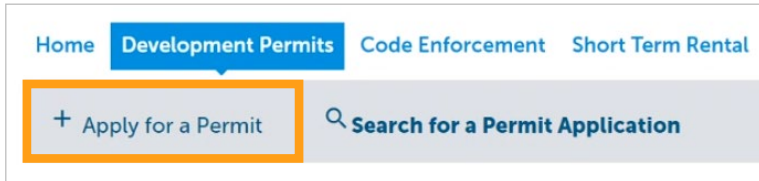
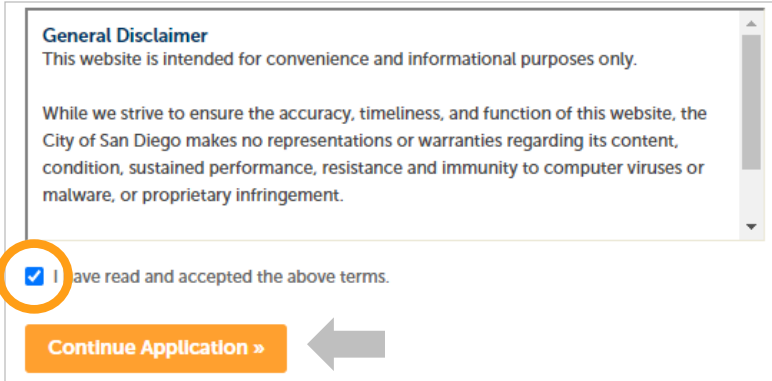
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HOW TO SUBMIT AN APPLICATION

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> Log into your online permitting account. Enter your username and password.* <p>* If you are a new user, see the tutorial on how to register for an account.</p>	
2	<ul style="list-style-type: none"> Select "Development Permits" 	
3	<ul style="list-style-type: none"> Select "Apply for a Permit" 	
4	<ul style="list-style-type: none"> Read and acknowledge the disclaimer Click "Continue Application" 	

Select a Record Type

- Select the permit type you would like to apply for and click *Continue Application*

Note: For PTS Permits, please refer to instruction in the [OpenDSD User Guide to PTS Projects](#).

Select a Record Type

Building Applications

- ☐ Approval - Process - Agreement
- ☐ Building Construction
- ☐ Building Construction - CIP or Public Project
- ☐ Building Construction - Master Plan Accessory Structure
- ☐ Building Construction - Master Plan MDU
- ☐ Building Construction - Master Plan SDU
- ☐ Building Construction - Special Programs
- ☐ Building Construction Change
- ☐ Deferred Fire Submittal
- ☐ Deferred Submittal
- ☐ Demolition
- ☐ Fire
- ☐ Fire Construction Change
- ☐ Photovoltaic
- ☐ Photo-voltaic Construction Change
- ☐ Photo-voltaic Residential Project
- ☐ Plan - Mechanical/Electrical/Plumbing Standalone
- ☐ Sign

Simple No Plan Permits

- ☐ No-Plan - Nonresidential/Multifamily - Electrical
- ☐ No-Plan - Nonresidential/Multifamily - Mechanical
- ☐ No-Plan - Nonresidential/Multifamily - Plumbing
- ☐ No-Plan - Residential - Combination Mech/Elec/Plum

PTS

- ☐ PTS Electronic Submittal

Grading, Right of Way, Mapping Applications

- ☐ Deferred As Graded
- ☐ Engineering Construction Change
- ☐ Grading, ROW, Mapping - Associated Submittal
- ☐ Grading, ROW, Mapping - Standalone
- ☐ Right of Way - Dry Utilities
- ☐ Right of Way - Minor - Rapid Review

Discretionary Applications

- ☐ Discretionary Project

Traffic & Transportation

- ☐ Traffic Control Permit
- ☐ Transportation Permit

Agreement

- ☐ Approval - Process - Agreement

Miscellaneous Applications

- ☐ Individual Historical Resource Nomination
- ☐ Mills Act Agreement
- ☐ Others
- ☐ Street -Tree Permit
- ☐ Zone History Letter

Continue Application

- Select "Street-Tree Permit" listed under "Miscellaneous Applications"
- Click "Continue Application"

Miscellaneous Applications

- ☐ Individual Historical Resource Nomination
- ☐ Mills Act Agreement
- ☐ Others
- ☒ Street -Tree Permit
- ☐ Zone History Letter

Continue Application »



Address or Parcel Entry

- Enter Street No. and Street name only (the system will populate the parcel info)
- Click "Search"

OR

- Enter parcel number in ###-###-#### format (the system will populate the address info if it exists)
- Click "Search"

- Click "Continue Application"

Tip: For numeric **Street Names** in single digits, add a zero (0). For example, for 1st Av use 01st

*Street No.:	Direction:	*Street Name:	Street Type:
<input type="text" value="1222"/>	--Select▼	<input type="text" value="01st"/>	Av ▼

[Search](#) [Clear](#)

*Parcel Number:

Legal Description:

[Search](#) [Clear](#)

[Continue Application »](#)



Street Tree Permit Specific Information

- Provide the required information for your proposed work
- * All fields marked with an asterisk are required
- If the type of work selected is "Remove/replace existing," the system will redirect you to the "Get It Done" app
- Click "Continue Application"

Application Information

Application Information

* Please select the type of work proposed:

Install new tree

Proposed tree type (Common/Botanical name) and quantity: *

Tree

Type of irrigation system: *

Irrigation

Square footage of planting area: *

9 sf

Tree size: *

24"

Save and resume later



Continue Application »

Documents

Upload Required Project Documents

Required documents will be listed

- Click "Choose File" and find the document to be submitted.
- Once the document has successfully been uploaded, click "Continue Application"

* You will not be able to continue if files have not been uploaded.

* If you encounter Failed Scout Validation, use the [Scout link](#) and check your files.

[Scout Validation Help](#)

Step 3 : Required Documents > Required Documents

Custom Component

The maximum file size allowed is 200 MB.

* Required Documents

1. Required Attachment - Site Construction Plan

Choose File

No file chosen

Step 3 : Required Documents > Required Documents

Custom Component

The maximum file size allowed is 200 MB.

* Required Documents

1. Required Attachment - Site Construction Plan

Site Plan.pdf



Continue Application »

Review Application

- Review the Application for completeness
- Read the certification and check the box to confirm
- Click "Continue Application"

Step 4 : Review

[Save and resume later](#) [Continue Application](#)

Please review all information below. Click the "Edit" buttons to make changes to sections or "Continue Application" to move on.

Record Type

Street - Tree Permit

Address

1222 01st Av

Parcel

Parcel Number: 533-433-2800
Legal Description: BLK 1 ST CLSD 6 BLKS 13 THRU 15

Application Information

Application Information

Please select the type of work proposed:

Proposed tree type (Common/Botanical name) and quantity: Tree

Type of irrigation system: Irrigation

Square footage of planting area: 9 sf

Tree size: 24"

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

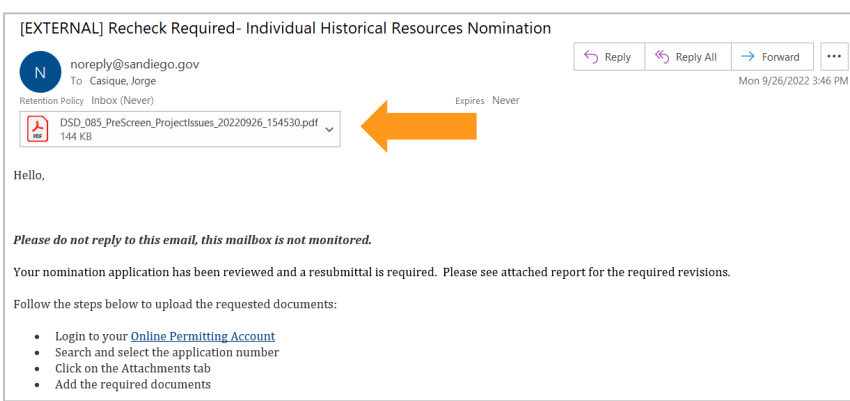
☒ By checking this box, I agree to the above certification.

Date: 09/26/2022

[Save and resume later](#)

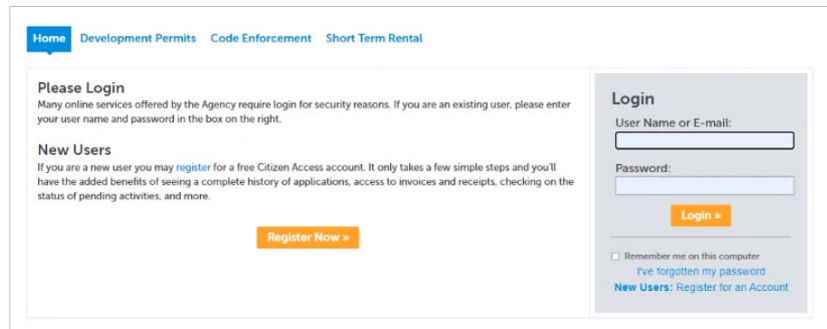
[Continue Application](#)

I RECEIVED A "RECHECK REQUIRED" EMAIL. HOW DO I UPLOAD THE REQUESTED DOCUMENTS?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> • Open the "Recheck Required" email • Open the Issues Report attached to the email and confirm which documents are requested 	 <p>[EXTERNAL] Recheck Required - Individual Historical Resources Nomination</p> <p>noreply@sandiego.gov To: Casique, Jorge</p> <p>Retention Policy: Inbox (Never) Expires: Never</p> <p>DSD_085_PreviewScreen_ProjectIssues_20220926_154530.pdf 144 KB</p> <p>Hello,</p> <p><i>Please do not reply to this email, this mailbox is not monitored.</i></p> <p>Your nomination application has been reviewed and a resubmittal is required. Please see attached report for the required revisions.</p> <p>Follow the steps below to upload the requested documents:</p> <ul style="list-style-type: none"> • Login to your Online Permitting Account • Search and select the application number • Click on the Attachments tab • Add the required documents

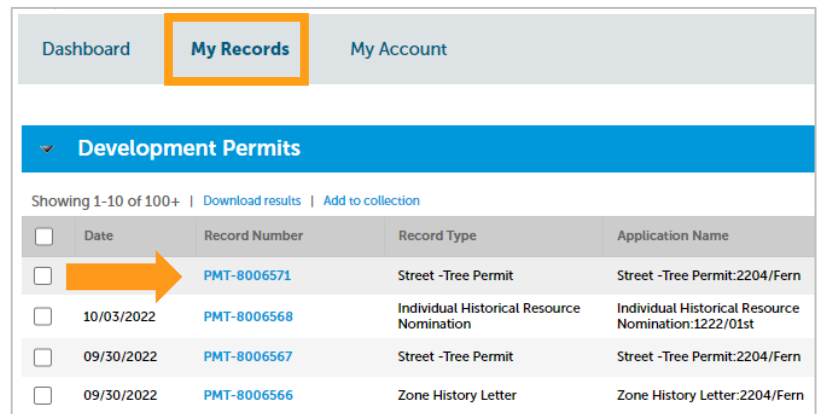
2

- Log in to your [Online Permitting Account](#)



3

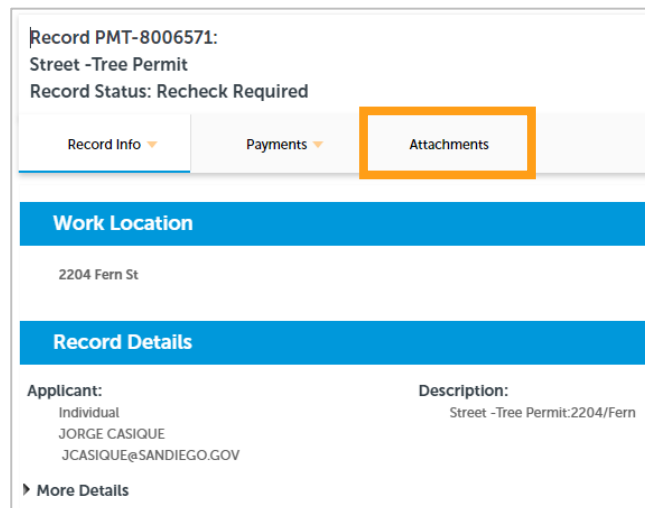
- Click the "My Records" tab
- Find and select the record for your Street Tree Permit



	Date	Record Number	Record Type	Application Name
<input type="checkbox"/>		PMT-8006571	Street -Tree Permit	Street -Tree Permit:2204/Fern
<input type="checkbox"/>	10/03/2022	PMT-8006568	Individual Historical Resource Nomination	Individual Historical Resource Nomination:1222/01st
<input type="checkbox"/>	09/30/2022	PMT-8006567	Street -Tree Permit	Street -Tree Permit:2204/Fern
<input type="checkbox"/>	09/30/2022	PMT-8006566	Zone History Letter	Zone History Letter:2204/Fern

4

- Click the "Attachments" tab



Record PMT-8006571:
Street -Tree Permit
Record Status: Recheck Required

Record Info ▾ Payments ▾ **Attachments**

Work Location

2204 Fern St

Record Details

Applicant:
Individual
JORGE CASIQUE
JCASIQUE@SANDIEGO.GOV

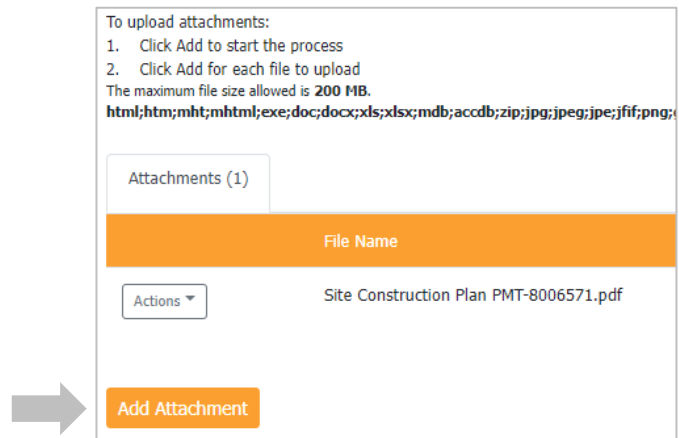
Description:
Street -Tree Permit:2204/Fern

► More Details

5

Previously attached documents will be displayed.

- Click "Add Attachment"



To upload attachments:
1. Click Add to start the process
2. Click Add for each file to upload
The maximum file size allowed is **200 MB**.
html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip;jpg;jpeg;jpe;jif;png;

Attachments (1)

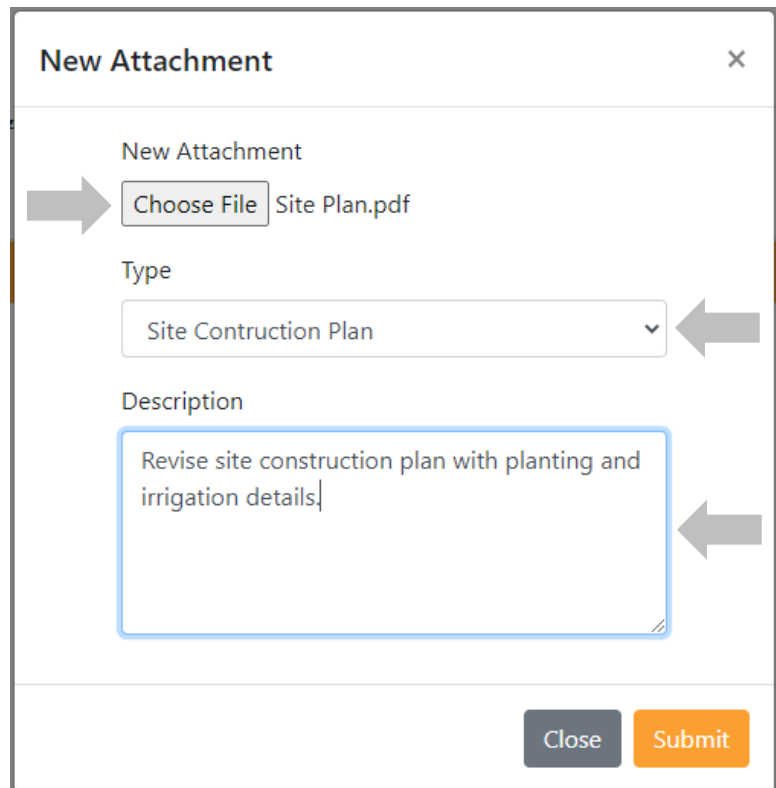
File Name	
Actions	Site Construction Plan PMT-8006571.pdf

Add Attachment

6

From the pop-up window:

- Select "Choose File" and drag/drop or search your files to attach them
- Click the *Type* drop-down and select file type
- Provide a brief description of the document
- Click the "Submit" button



New Attachment [X]

New Attachment

Choose File Site Plan.pdf

Type

Site Construction Plan

Description

Revise site construction plan with planting and irrigation details

Close Submit

The documents will be validated by Scout and be uploaded to the project record (PRJ).

Tips:

- If you have any items to submit that were not requested, upload them first.
- When your resubmittal contains all the required documents, the "Add" button will disappear.

To upload attachments:

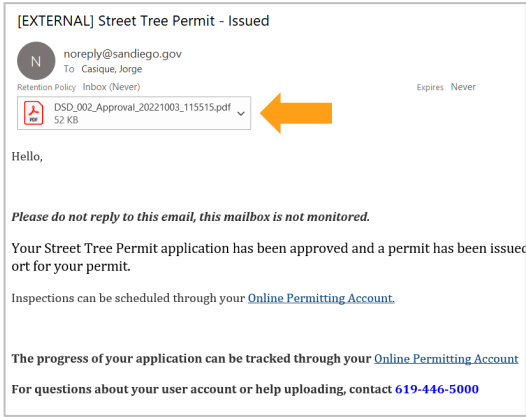
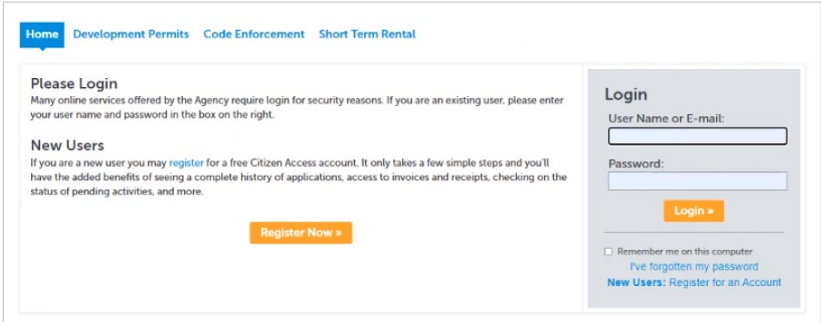
1. Click Add to start the process
2. Click Add for each file to upload

The maximum file size allowed is **200 MB**.
`html;htm;mht;mhtml;exe;doc;docx;xls;xlsx;mdb;accdb;zip;jpg;jpeg;jpe;jfif;png;gif;webp;tiff;tif;psg;bmp;heic;raw` are disallowed file types to upload.

Attachments (2)

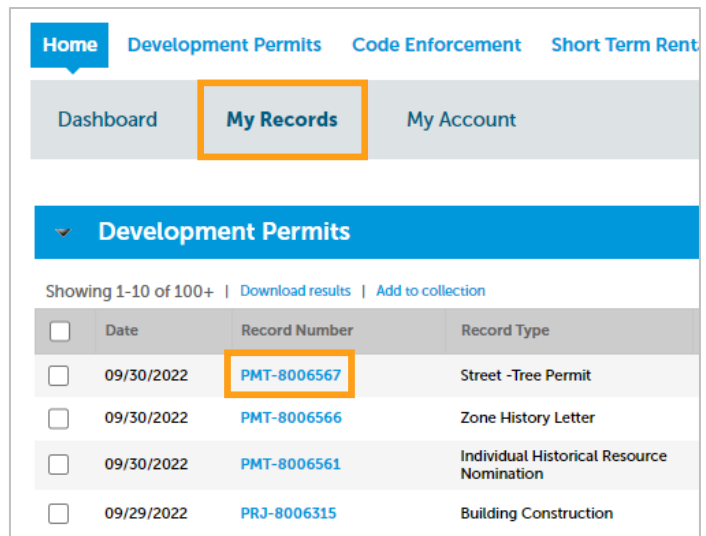
File Name	File Size	Status
Site Construction Plan PMT-8006597.pdf	547.43 kB	Uploaded
DSD-Planning Reference Material PMT-8006597.pdf	547.43 kB	Uploaded

I RECEIVED A "STREET TREE PERMIT – ISSUED" EMAIL. HOW DO I DOWNLOAD MY APPROVAL?

Step	Action	Screen Reference
1	<ul style="list-style-type: none"> • Open the "Issued" email you received for your application • Find and open the attached approval report <p>* What if my approval report isn't attached in the email? Follow the steps below to access the report through your Online Permitting Account.</p>	
2	<ul style="list-style-type: none"> • Log into your Online Permitting Account • Enter your username and password. 	

3

- Click the “My Records” tab
- Find and select the specific record



Home Development Permits Code Enforcement Short Term Rent

Dashboard **My Records** My Account

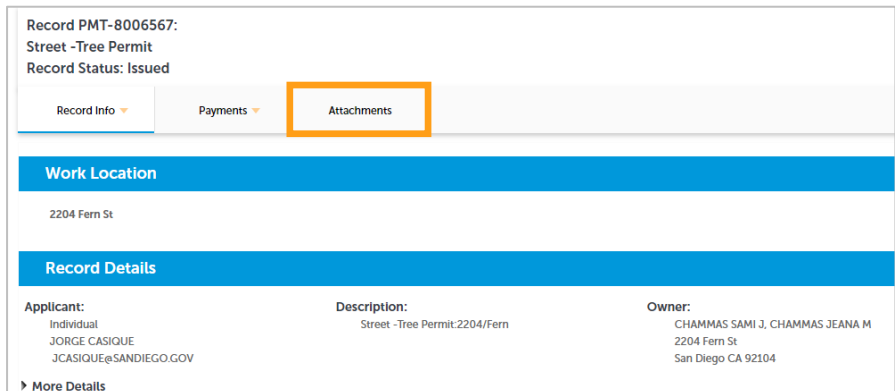
Development Permits

Showing 1-10 of 100+ | [Download results](#) | [Add to collection](#)

<input type="checkbox"/>	Date	Record Number	Record Type
<input type="checkbox"/>	09/30/2022	PMT-8006567	Street -Tree Permit
<input type="checkbox"/>	09/30/2022	PMT-8006566	Zone History Letter
<input type="checkbox"/>	09/30/2022	PMT-8006561	Individual Historical Resource Nomination
<input type="checkbox"/>	09/29/2022	PRJ-8006315	Building Construction

4

- Click the “Attachments” tab



Record PMT-8006567:
Street -Tree Permit
Record Status: Issued

Record Info Payments **Attachments**

Work Location

2204 Fern St

Record Details

Applicant:
Individual
JORGE CASIQUE
JCASIQUE@SANDIEGO.GOV

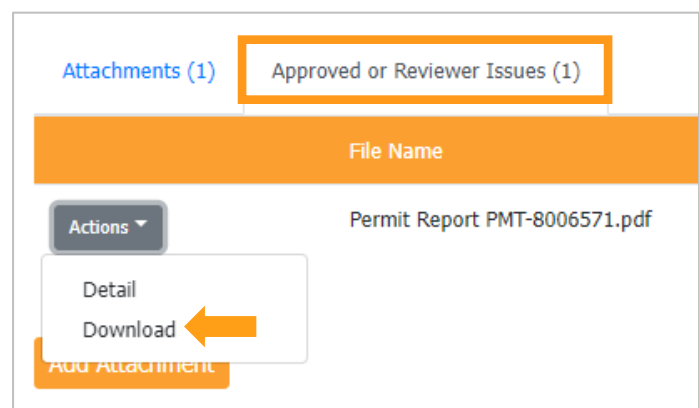
Description:
Street -Tree Permit:2204/Fern

Owner:
CHAMMAS SAMI J. CHAMMAS JEANA M
2204 Fern St
San Diego CA 92104

[More Details](#)

5

- Click the “Attachments” tab
- Click on the “Approved or Reviewer Issues” tab
- Find the Permit Report and select “Download” from the “Actions” drop-down menu



Attachments (1) **Approved or Reviewer Issues (1)**

File Name	Actions
Permit Report PMT-8006571.pdf	Actions ▾ Detail Download

[Add Attachment](#)

APPENDIX A – WORKFLOW/RECORD STATUS MAPPING AND DEFINITIONS

Task Name	Workflow Task Status	Record Status (Project)	Process
Pre-Screen	In Queue	In Queue	Initial submittal from applicant
Pre-Screen	In Process	Pre-Screen	The Pre-Screen process has been started by staff and a due date is set
Pre-Screen	Updates Required	Updates Required	Staff determines during Pre-Screen that the applicant's submission is incomplete
Pre-Screen	Resubmitted	Resubmitted	The applicant has submitted any additional documents requested during Pre-Screen
Pre-Screen	Route to EPR	Pre-Screen	Staff has routed the applicable documents to EPR for plan review (e.g. plans)
Pre-Screen	Documents Routed to EPR	Pre-Screen	System confirmation that documents have been routed to EPR for plan review
Pre-Screen	Pending Invoice Payment	Application Pending Payment	Staff has deemed the submission complete, assessed fees for plan check, and the project is ready for review
Project Review	In Review	In Review	The status of the project review until all disciplines sign-off and the project is ready for issuance
Project Review	Recheck Required	In Review	Reviewer has requested a resubmittal of documents and/or information
Project Review	Final version submitted	In Review	The final version will be reviewed by all disciplines
Project Review	Review Complete	In Review	The project review has completed and requires one last assessment by issuance staff
Project Review	Ready for Issuance	Review Phase Complete	The review phase can be closed out and the project is ready for issuance
Issuance	In Progress	Review Phase Complete	Permit issuance is in progress
Issuance	Updates Required	Issuance Checklist Requested	Issuance Checklist items are needed prior to permit issuance
Issuance	Resubmitted	Issuance Checklist Submitted	Issuance Checklist items have been resubmitted by the applicant
Issuance	Approved Upon Final Payment	Approved Upon Final Payment	Staff has confirmed that all required documents are present, approved plans are available in Accela, and all required fees have been assessed at both the project level and the permit level
Issuance	Approved Upon Final Payment	Issued (When all Permits are set to Issued)	Inspection invoice(s) will be sent to customer. When all fees are paid, permit is issued.
Issuance	Closed	Closed (When all Permits are set to Closed)	The record is closed. Any changes to the building construction plans require a construction change application.

APPENDIX B – REQUIREMENTS TO UPLOAD PLANS AND DOCUMENTS

Sheet Numbering

Please make sure your sheet numbers are located in the bottom right corner of your plans. Use [the designated templates](#) or follow [sheet numbering styles](#) to ensure the timely processing of reviews.

File Size

The max size of each file you can upload cannot exceed 200MB. File sizes larger than 200MB will be rejected.

FIX: Return to the source document and create PDF files that are below the file size limitation.

Page Size

PDF files with page sizes 8.5- by 11-inches are accepted for DSD-approved fillable documents and required reports. However, plans must be at minimum 11- by 17-inches and a maximum of 36- by 48-inches.

FIX: Return to the source document and change the paper size to meet the requirements.

Page Orientation

Having a mix of paper sizes and orientations is not a problem, as orientation issues will not prevent the file from being accepted. However, this will generate more difficult reviewing conditions for review teams. A warning will pop-up if different orientations are found to help you research whether any pages are upside down or improperly oriented.

FIX: Verify that pages are not upside down or improperly oriented.

Password Protection

Files must not be password protected. If the PDF cannot be opened, the file will be rejected.

FIX: Remove the password protection to allow users to open the PDF.

Annotations and Comments

An annotation is any 'object' that appears in the Adobe Reader 'Comment' panel. It could be a 'comment' or 'stamp' or font issue like SHX Text from AutoCad.

FIX: To remove annotations in a PDF, use the print to PDF option. This process eliminates annotations by "flattening" the PDF.